

# Guide to Nagoya University Central Library 2022



Ebisudai/Matsukasauo/ittoudai  
from Ito Keisuke collection "Kinka Gyofu" at Nagoya University Library

## Library Hours

	Weekdays	Weekends & Holidays*
Opening Hours	8:00–22:00	8:45–22:00
Self-checkout / return machine	8:00–21:50	8:45–21:50
Borrowing at the Circulation Desk	8:00–21:30	8:45–21:30
Returning at the Circulation Desk	8:00–22:00	8:45–22:00
Using library facilities	8:00–21:30	8:45–21:30
Application for library facilities	8:30–17:00	—
Reference / Interlibrary Loan Desk	8:30–17:00	—
Support Desk	15:00–19:00	—
OPAC	5:00 a.m.–2:30 a.m.	

★ Weekends & Holidays : Sat./Sun./Public holidays/Summer holidays (Aug. 15-16)

## Library Closing Dates

New Year's period (Dec. 28–Jan. 4)

Periodic maintenance (Aug. 23)

Planned electrical power cut (Nov. 20)

Any provisional changes to service hours, closing dates, etc. will be announced on the library bulletin board and on the library website.

## Inquiries (weekdays 8:30–17:00)

General inquiries: Information Desk 052-789-3678

Inquiry form: <https://www.nul.nagoya-u.ac.jp/inq/inquiry.html>



## Entering the library

Your Student/Staff ID card or Central Library card (referred to below as “ID card”) is necessary when you pass through the entrance gate in the library. Persons whose ID card doesn't have the access permission and staff whose ID card hasn't been issued need to go to the Information Desk to inquire (weekdays 8:30–17:00). Your ID card is also required when you wish to check out books, use some library facilities or pass through the exit gate.

## Searching for library materials

### Searching for Books & Journals

When you are looking for books and journals, search for their location using Nagoya University Library Search (OPAC: Online Public Access Catalog). On OPAC, online request services are also available.

**WEB** Nagoya University Library Search (OPAC)  
<https://opac.nul.nagoya-u.ac.jp/?lang=english>



Library services\*:

- Check your borrowing record & reserved items
  - Renew due dates of books
  - Make ILL loan / copy orders
  - Save bookmarks & search criteria
- \*Nagoya University ID and Password is required



### Accessing E-resources

You can access e-resources (i.e. e-journals, e-books, databases) through the Library website. Some e-resources can be accessed off-campus via specialized site.

### Arrangement of resources

The materials whose location begins with “Cent Lib ...” in OPAC search results are located in the Central Library. We have more than 1.2 million books & journals shelved from the basement to the 4th floor of the Central Library.

Floor	Materials
4F	Books for Researchers (Humanities)
3F	Books for Undergraduates / Current Journals
2F	Reference Books / White Papers / Audio-Visual Materials / Language Learning Materials / Career Corner / ICT Corner
1F	Books for Researchers (Social Science / Natural Science) / Reference Books
B1	Journals and Newspapers (Back Numbers)

**WEB** Arrangement of Resources  
[https://www.nul.nagoya-u.ac.jp/central/location\\_e.html](https://www.nul.nagoya-u.ac.jp/central/location_e.html)



## Notes on using library



### Please be quiet in the library

However, it is permitted to have conversations for learning purposes or extracurricular activities of this university on the 2nd floor and in the Learning Pods on the 3rd floor.



### No food or drink

Beverages in securely covered containers are permitted. The cafe outside the entrance gate can be used as a space to eat lunch including food brought from outside etc.



### Do not call

You are only allowed to call in the areas with ☎ marks.



### No smoking

There are no smoking areas in the library and its surroundings.

## Borrowing books

### Checkout Limits / Loan periods / Renewals

Resource Type		University members		
		Checkout Limit	Period	Renewals
Books	Books for Undergraduates	10 books	14 days	Up to 2 times
	Books for Researchers	20 books	56 days	Only 1 time
Audio-Visual Materials		5 sets	14 days	Non-renewable

- Journals, newspapers and some books cannot be borrowed.
- If you return books late, you cannot borrow any books for the number of overdue days.

### Borrowing / Returning

- ID card is required to borrow materials.
- Self-checkout machines are available for borrowing and returning book(s).
- When you want to use materials that cannot be borrowed through self-checkout machine (e.g. Audio-Visual Materials, Language Learning Materials, and so on), please inquire at the Circulation Desk.
- Please put the book into the book drop in front of the entrance when library is closed.

### Renewing

- Renewals can be made before the due date as long as there is no reservation by another user, etc.
- You can check your borrowing record and renew the due date of the book on OPAC\*.  
\*Nagoya University ID and Password is required.

### Reserving books on loan [Nagoya University ID and Password is required.]

If you want to use a book that is presently 'checked out' on OPAC, you can make a reservation. (Up to 5 each for Books for Undergraduates/Researchers and Audio-Visual Materials)

 Borrowing Books

[https://www.nul.nagoya-u.ac.jp/central/borrow\\_e.html](https://www.nul.nagoya-u.ac.jp/central/borrow_e.html)



## Making copies

Under Article 31 of the Copyright Act, photocopying in the library is permitted only for personal study and research purposes.

- You can only take one copy of a part of a work.
- Articles in any issue except the latest one of a journal or newspaper may be copied in its entirety.
- You are not permitted to make copies of personal documents such as notebooks, etc.
- Please fill out the 'Application Form of Copy Services' and put it in the box placed near copy machines.

### Copy Machines in the Central Library

- There are three types of copy machines: coin-operated and card-operated (Co-op copy cards and Central Library copy cards). You can purchase Co-op copy cards\* at a vending machine on the 2nd floor.

When making copies at **university expense**, please apply to the Reference/Interlibrary Loan Desk and obtain a copy card paid at university expense. (weekdays 8:30-17:00)

\*105 points only

 Photocopy

[https://www.nul.nagoya-u.ac.jp/central/copy\\_e.html](https://www.nul.nagoya-u.ac.jp/central/copy_e.html)



# Using facilities

## Individual study

Carrel desks(3F, 4F), Research Rooms (4F)\*, Work Pods (2F)\*\*

\*You can get the key using the key deposit machine (2F) with your ID card.

\*\*You can make a reservation at the Circulation Desk for online classes or job interviews.

## Group learning

Learning Commons (2F), Discovery Square (2F)\*, Learning Pods (3F)\*

You can have conversations for learning purposes or extracurricular activities of this university here.

\*You can use it after making a request. Please apply for it using your ID card.

## Using PCs [Nagoya University ID and Password is required.]

• Satellite PC Lab.\* (4F), Seminar Room A\*/B\*, Learning Commons (2F)

You can use the PC connected by the Information Media Studies System.

You may also print out a document with a pre-paid Co-op copy card.

\*Available only when the room is not booked.

• Wireless LAN (nuwnet)

It is possible to connect your own laptop to the Internet via nuwnet.

## Using Audio-Visual Materials / Watching overseas satellite broadcasts

• Audio-Visual Booths (2F)\*

CNNj, BBC, CCTV Daifu and KBS are available.

\*You can get the key using the key deposit machine with your ID card.

## Using ICT equipment

• Library MakerSpace (2F)\*

You can use a variety of ICT equipment such as 3D printer and 3D scanner to make things.

\*Taking a pre-training and making a reservation is required to use it.

## Facilities that require booking at Circulation Desk

(weekdays 8:30-17:00)

	Reservation reception time	Eligible person
Satellite PC Lab, Seminar Room A/B	From 4 weeks to 3 days (weekdays) in advance.*	Faculty, Staff and TA
Discovery Square	From 4 weeks in advance to on the day of use.* (if non-university members are included, 3 days (weekdays) in advance)	Faculty, Staff and All students
Learning Pods	From 1 week in advance to on the day of use.	Faculty, Staff and All students
Work Pods	From 1 week in advance to on the day of use.	Faculty, Staff and All students
OKB Ogaki Kyoritsu Bank TAKAGI Family Documents Exhibition Gallery	From 1 year to 1 month in advance. (Use for exhibitions) From 4 weeks to 3 days (weekdays) in advance. (For other uses)	Faculty, Staff, All students and Non NU-members

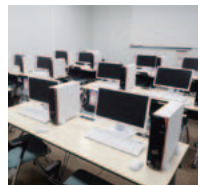
\*If you use it for class, you can make a request first in the semester.

 Facilities

[https://www.nul.nagoya-u.ac.jp/central/facility\\_e.html](https://www.nul.nagoya-u.ac.jp/central/facility_e.html)



Learning Commons



Seminar Room B



## Learning / Research Support

### Reference / Interlibrary Loan Desk (weekdays 8:30–17:00)

Library staff provide assistance in searching for materials on specific topic or on using electronic resources.

### Support Desk (weekdays 15:00–19:00)

Graduate student staff provide support on how to use the library and give advice on research, writing reports, etc. (in Japanese, Chinese, or English)

### Guidance & Courses

The library offers guided tours and training courses. For details, please check the library website and notices.

 Reference Service

[https://www.nul.nagoya-u.ac.jp/central/reference\\_e.html](https://www.nul.nagoya-u.ac.jp/central/reference_e.html)



## Accessibility

We have various accessible facilities, equipment, and services in the Central Library as follows; accessible restrooms (wheelchair, babies, ostomate), height-adjustable desk for wheelchair-users, a PC installed with the voice reading software\* and reading magnification devices\*.

\*You are required to apply for using it at Circulation Desk with your ID card.

## Libraries in Nagoya University (Map & contact information: back cover)

Nagoya University Library consists of the Central Library and over 20 departmental libraries. Please note that borrowing policies and library opening hours differ from library to library. Please visit the departmental library web pages for more information.

 Libraries in Nagoya University

[https://www.nul.nagoya-u.ac.jp/guide/map/index\\_e.html](https://www.nul.nagoya-u.ac.jp/guide/map/index_e.html)



## Ordering from and visiting other libraries

### Borrowing books / Ordering copies: Interlibrary Loan (ILL)

Books can be borrowed from libraries of other universities, as well as public libraries and the National Diet Library. Journals cannot be borrowed.

You can order a copy of an article or part of a book from another library. Loan/Copy service can be found on OPAC\*.

\*Nagoya University ID and Password is required.

### Visiting other libraries

Some libraries may require an appointment in advance or/and a letter of introduction to use their library resources. The letter of introduction is issued at the Interlibrary Loan Desk. Please apply for it at least one week before the date of visit.

 Visiting and Ordering from Other Libraries

[https://www.nul.nagoya-u.ac.jp/central/ill\\_e.html](https://www.nul.nagoya-u.ac.jp/central/ill_e.html)



## On using library by Gifu University members

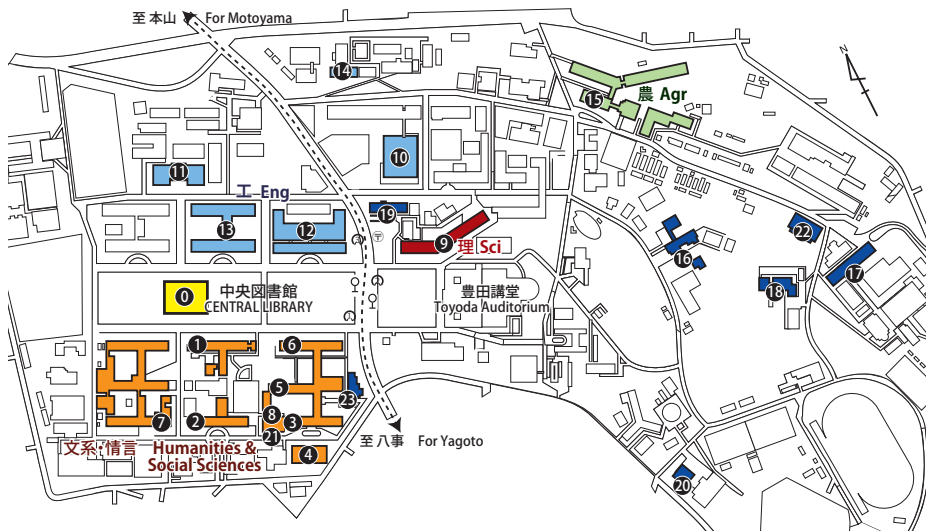
Gifu University members can also have access to Central Library and Medical Library (excluding Library of Health Sciences). Please ask the Information Desk. (weekdays 8:30–17:00)

 Mutual library use for member of Nagoya & Gifu Universities

[https://www.nul.nagoya-u.ac.jp/guide/kiko\\_riyo\\_e.html#forGU](https://www.nul.nagoya-u.ac.jp/guide/kiko_riyo_e.html#forGU)



# Higashiyama Campus Library Map



## Contact information of libraries

Library, TEL, FAX	
<b>Higashiyama Campus</b>	
0	<b>Central Library</b> 052-789-3678 FAX 3694
1 1F	<b>Library of Humanities</b> 052-789-2208, 2209 FAX 5931 (Office)
2 1F	<b>School of Education Library</b> 052-789-2608 FAX 2609
	<b>Affiliated Upper and Lower Secondary Schools Library</b> 052-789-2674 FAX 2696 (Office) Available only for affiliated school students and faculty.
3 1F	<b>Law Library</b> 052-789-2318, 2319 FAX 5045
4 1F	<b>Asian Law Library (Branch of Law Library)</b> 052-789-2318, 2319 FAX 5045
5 1F	<b>Economics Library (European Info)</b> 052-789-4922 FAX 2359
6 1F	<b>Economic Research Center Library</b> 052-789-2361, 4941 FAX 4942
7 2F	<b>Library of Informatics and Languages</b> 052-789-4730, 4729 FAX 4824
8 4F	<b>Graduate School of International Development Library</b> 052-789-5064, 5065 FAX 5067
9 1F	<b>Science Library</b> 052-789-2962 FAX 2832
<b>School of Engineering</b>	
10 1F	<b>Central Engineering Library</b> 052-789-5033 FAX 5160
11 2F	<b>Chemical and Biological Library</b> 052-789-3176
12 B1	<b>Electrical and Information Library</b> 052-789-2749
13 1F	<b>Mechanical and Aerospace Library</b> 052-789-3293
14 1F	<b>Civil Engineering Library</b> 052-789-3566

Library, TEL, FAX	
15 2F	<b>Bioagricultural Library</b> 052-789-4011 FAX 4012
16 1F	<b>Research Institute of Environmental Medicine Library</b> 052-789-3995 FAX 3887
17 2F	<b>Library, Solar-Terrestrial Sciences (ISEE Library #1)</b> 052-747-6467 FAX 747-6467
17 2F	<b>Institute of Materials and Systems for Sustainability (in ISEE Library #1)</b> 052-789-4996 FAX 747-6467
18 2F	<b>Library, Hydrospheric-Atmospheric Sciences (ISEE Library #2)</b> 052-789-3458 FAX 3458
19 3F	<b>Information Technology Center Library</b> 052-789-4360 FAX 4384
20 2F	<b>Research Center of Health, Physical Fitness and Sports Library</b> 052-789-5766 FAX 3957
21 1F	<b>Institute of International Education &amp; Exchange Library</b> 052-789-2198 FAX 5100 (Student Exchange Division)
22 1F	<b>Pharmaceutical Sciences Library</b> 052-747-6820 FAX 747-6781
23 1F	<b>Gender Research Library</b> No phone or fax service is available

<b>Tsurumai Campus</b>	
<b>Medical Library</b> 052-744-2506, 2509 FAX 744-2511	
<b>Daiko Campus</b> (Medical Library) Library of Health Sciences 052-719-1545 FAX 719-1002	

For information on opening hours and services offered by each library, please see [https://www.nul.nagoya-u.ac.jp/guide/map/index\\_e.html](https://www.nul.nagoya-u.ac.jp/guide/map/index_e.html)

